



MADHA DENTAL COLLEGE & HOSPITAL

(A Christian Minority Institution)

(Recognised by the Dental Council of India, New Delhi (F.No.v.12017/75/2006-DE dt.01.11.2011)
and affiliated to the Tamil Nadu Dr. M.G.R.Medical University, Chennai)

Madha Nagar, Kundrathur, Chennai - 600 069. Ph.: 72739 01234, 72749 01234, Fax : 2478 0798
E-Mail : info@madhadentalcollege.com Website : www.madhadentalcollege.com

Admin. Office : 1A, Chari Street, North Usman Road, T.Nagar, Chennai - 17. Ph : 2814 0212, Tele fax : 044-2814 0213

EXAMINATION COMMITTEE STANDARD OPERATING PROCEDURE

1. Objective :

The purpose of this SOP is to establish guidelines for the examination committee in ensuring the fair and efficient conduct of the examination for dental students.

2. Composition of the Examination Committee:

The Examination Committee is composed of the following members:

- Chairperson (Head of the Dental College or appointed designee)
- Examination Coordinator
- Subject matter experts (faculty member representing different dental specialities)
- Administrative staff (to assist with logistics and record keeping)

Committee constitution:

The Examination Committee is reconstituted with the following members with effect from 08/04/2024. The committee shall be effective for three years from the aforementioned date.

S.NO	NAME	DESIGNATION/DEPARTMENT	POSITION
1.	Dr. R. Raghini	Reader, Department of Oral Pathology and Oral Microbiology	Chief Superintendent
2.	Dr. Aravind Kumar	Reader, Department of Conservative dentistry and Endodontics	Deputy Superintendent
3.	Dr. Ilanchezhiyan	Senior Lecturer, Department of Orthodontics and Dentofacial Orthopaedics	Exam Coordinator Secretary
4.	Dr.Jenifer Suhasini	Senior Lecturer, Department of Periodontology	Member

PRINCIPAL
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5.	Dr Priya dharshini	Senior Lecturer, Department of Prosthodontics & Crown and Bridge	
6.	Dr.Razwia	Senior Lecturer, Department of Oral & Maxillofacial Pathology	Member
7.	Dr.Joel Fiona	Senior Lecturer, , Department of Conservative dentistry and Endodontics	Member

3. Responsibilities:

3.1 Chairperson

Oversee and coordinate the activities of the examination committee.

Ensure compliance with dental college policies and procedures.

Approve the examination schedule and relevant documents

3.2 Examination Coordinator:

Develop examination schedule and distribute it to the relevant stakeholders.

Coordinate with faculty members to prepare examination papers.

Oversee the logistics of the examination venues and ensure proper invigilation.

3.3 Subject Matter Experts:

Contribute to the preparation of examination papers and marking schemes.

Participate in the moderation process to ensure fairness and consistency.

3.4 Administrative staff:

Manage examination registration and seating arrangements.

Secure examination papers and maintain confidentiality.

Record and compile examination results accurately.

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4. Functions:

- Disseminate and communicate the notices from the university indicating details regarding exam fee collection, the last date of fee collection, modalities of payment of fine etc...
- Responsible for preparation of smooth conduct of examinations, preparation of internal exam schedule, invigilation duty chart, seat allotment
- For conduct of examination, preparation of proper staff mobilization, assigning the duty as per the duty chart already prepared.
- Analyses all examination results and after consultation with the principal, prepares the report and submit to the appropriate authorities for follow up.

5. Examination procedures:

5.1 Conducting Examinations:

Adherence to the approved examination schedule.

Strict enforcement of examination rules and regulations.

Provision of necessary resources to both students and invigilators.

5.2 Result declaration:

Release of results to students through established channels.

6. Schedule of Meetings:

The Committee shall formally meet at the start of the academic year to plan for the activities of the examination committee for the aforementioned year.

The second meeting for the academic year shall be conducted at the end of the academic year to review the activities of the examination committee of the institution.

Meetings can be conducted formally/informally in case of emergency and minutes of the informal meetings need not be maintained.

7. Document Control:

Maintain records of examination papers, marks and any correspondence

Ensure confidentiality and security of examination related documents.

8. Review and continuous improvement:

Regularly review and update the SOP based on feedback and experiences.


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Identify areas for improvement and implement necessary changes.

9. Compliance :

Ensure compliance with regulatory and accreditation requirements

10. Communication:

Communicate examination related information clearly to all stakeholders.

11. Emergency procedures:

Develop contingency plans for unexpected events during examination

12. Review and Revision:

Periodically review the SOP to ensure its relevance and effectiveness.

Revise the SOP as needed to accommodate changes in academic policies or structure.

13. Approval:

This SOP is approved by the Principal of the Dental College and will be reviewed annually.


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